



TOWN OF MANCHESTER



POSITION AVAILABLE

DIRECTOR OF HEALTH

37.50 hours/week - \$110,000

Anticipated Salary - Dependent on Experience & Qualifications

Open Until Filled

First Review of Applications: October 19, 2022

SUMMARY OF POSITION: Under general direction of the Director of Human Services, performs professional and administrative work in planning, directing, and supervising a comprehensive public health program for the community, including the enforcement of laws and regulations relating to communicable disease control, environmental sanitation, and other public health functions.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the principles and practices of public health administration in its application to community and environmental health. Thorough knowledge of federal, state, and local laws relating to public health and of modern environmental health and sanitation practices. Ability to effect needed changes in community programs and influence regional and state decision-makers on issues of local concern. Ability to plan, direct and coordinate the work of professional and other subordinates. Ability to evaluate and make decisions and recommendations regarding community health problems. Ability to communicate effectively, orally and in writing, and to establish and maintain effective working relationships with employees, the public and other public health agencies. Ability to prepare applications to secure grants and to use or learn to use computers.

REQUIREMENTS:

Education: Master's degree in Public Health.

Experience: Four (4) years of increasingly responsible professional experience in the field of public health administration, including 2 years of supervisory experience. Must comply with Connecticut General Statutes 19a-200 as amended.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

The examination will consist of an evaluation of training and experience as indicated on the profile. Based on these ratings, the most qualified will be invited to participate in the oral panel examination process.

Applications and job description are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications will be received until the position is filled. No faxed or e-mailed resumes and/or applications will be accepted. The Town reserves the right to limit the number of applications it accepts. No faxed or e-mailed resumes and/or applications will be accepted.

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.